

GOVERNMENT OF THE DISTRICT OF COLUMBIA

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2007-50
February 2, 2007

SUBJECT: Transferring Records into District of Columbia Archives and Records Center

ORIGINATING AGENCY: Office of the Mayor

By virtue of the authority vested in me as the Mayor of the District of Columbia by section 422(2) of the District of Columbia Home Rule Act, as amended, 87 Stat. 790, Pub. L. No. 93-198, DC Official Code §1-204.22 (2) (2001), and pursuant to the District of Columbia Public Records Management Act of 1985, D.C. Law 6-19, § 2-1706, and Title 1, Chapter 15, §§ 1516 and 1517, it is hereby **ORDERED** that:

PURPOSE

All agencies in the Executive Branch of the District Columbia government shall develop and implement records retention schedules to transfer records into the District of Columbia Archives and Records Center; appoint records officers and records coordinators to facilitate the process of transferring records of the District government into the District of Columbia Archives and Records Center; to collect, process, transfer and store historical and permanently valuable records into the District of Columbia Archives; and to preserve the institutional memory and the documentary heritage of the District government as recorded in various records media forms during the tenure of the current Administration.

APPOINTMENT OF RECORDS OFFICERS

Agency heads shall appoint records officers and records coordinators and submit their names to the Office of Public Records Management, Archival Administration, and Library of Governmental Information to facilitate the process of developing and implementing agency records retention schedules to transfer records into the District of Columbia Archives and Records Center.

RECORDS RETENTION SCHEDULE

Agencies in the Executive Branch of the District of Columbia government shall survey, appraise, and submit to the Office of Public Records Management, Archival Administration, and Library of Governmental Information for approval, a records retention schedule and records management plan to transfer records created and maintained during the tenure of the current Administration into the District of Columbia Archives and Records Center.

RECORD MANAGEMENT TRAINING

Attendance of records management workshop is mandatory for all records officers and records coordinators who will be responsible for transferring records into the Archives or Records Center. The workshop will be scheduled by the Office of Public Records to provide instructions, guidelines, and procedures on identifying, collecting, processing, and transferring historical and permanently valuable records into the District of Columbia Archives; temporary records into the District of Columbia Records Center; and published reports, studies, and publications into the Library.

FUNCTIONS

Records Retention Schedules and Records Management Plans shall:

- A. Provide for the organization, management, and control of records created and maintained by agencies of the District government.
- B. Establish policies and procedures approved by the Office of Public Records to manage records created and maintained by the District government.
- C. Manage records that document the functions, policies, decisions, procedures, and activities of agencies in the District government.
- D. Ensure the economical and efficient management of agency records and the compliance with instructions and directives issued by the Public Records Administrator pertaining to surveying, appraising, scheduling, disposal, storage, photographing, and micro-photographing records.
- E. Ensure that each agency draft and submit a records retention schedule to the Public Records Administrator for the disposition of records created and maintained by the agency.
- F. Implement provisions of the records retention schedule to transfer inactive temporary records to the District of Columbia Records Center; transfer historical and permanently valuable records to the District of Columbia Archives; and transfer reports, studies, and publications to the Library of Governmental Information.
- G. Establish criteria approved by the Office of Public Records for the management and disposition of electronic and digital database records.
- H. Establish plans, programs, and projects approved by the Office of Public Records to ensure the preservation and immediate transfer of historical and permanently valuable records into the District of Columbia Archives.

- I. Establish file plans to manage paper and electronic records
- J. Implement Records Management Administrative Orders issued by the Public Records Administrator.

Records Officers:

The responsibilities of agency Records Officers shall include the following:

- A. Serve as liaison with the Public Records Administrator on matters pertaining to records management.
- B. Develop and implement a comprehensive records management plan/program of the agency.
- C. Comply with DC Law 6-19, the "Public Records Management Act of 1985"; the Rules and Regulations of Title 1, Chapter 15 on public records of the District of Columbia; and guidelines, standards, policies, and procedures issued by the Public Records Administrator.
- D. Survey and appraise records; prepare agency Records Retention Schedule and amend existing agency Records Retention Schedule in accordance with standards and procedures issued by the Public Records Administrator.
- E. Inventory agency records to ensure that the records are scheduled in accordance with the agency Records Retention Schedule.
- F. Arrange for the transfer of historical and permanently valuable records to the District of Columbia Archives; reports, studies, and publications to the Library of Governmental Information; and inactive temporary records to the District of Columbia Records Centers.
- G. Prepare records management reports as prescribed by the Public Records Administrator for the administration of the agency records management program and the management of agency records.
- H. Attend and complete all records and information management training courses and forums as prescribed by the Public Records Administrator.
- I. All Records Officers must be certified by the Public Records Administrator as successfully completing the required training in records and information management.

All agencies of the District government shall implement the following procedures and guidelines as prescribed by the Office of Public Records for transferring historical and permanently valuable records into the District of Columbia Archives; for transferring inactive temporary records into the District of Columbia Records Center; and for transferring studies, reports, and other publications on and or about the District government into the Library.

VII. RECORDS TRANSMITTAL AND RECORDS FORM (STANDARD FORM 135)

Contact the District of Columbia Records Center to secure copies of the Standard Form 135 that must be completed and submitted to the Office of Public Records to transfer records into the Archives or Records Center. Complete and attach a copy of the file index to the Standard Form 135. Send three (3) copies of the Standard Form 135 to the District of Columbia Records Center.

VIII. SHIPPING RECORDS

Upon review and approval of your Standard Form 135, the Office of Public Records will schedule a date and time for the agency to ship the records to the Records Center.


ADRIAN M. FENTY
MAYOR

ATTEST: 
STEPHANIE SCOTT
ACTING SECRETARY OF THE DISTRICT OF COLUMBIA